

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 09-177/ANG 09-016

OPENING DATE: 3 April 2009

CLOSING DATE: 4 May 2009

ANTICIPATED FILL DATE: 14 Jun 09

### POSITION TITLE AND NUMBER

Information Technology Specialist (SysAdmin/Coord)  
PDCN 90042W/E00, MD #:1224-584

### UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-J6, NCARNG  
Raleigh, North Carolina

### GRADE AND SALARY (Includes Special Salary Rate)

GS-2210-11 \$58,462.00 - \$75,996.00 per annum

### EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is REQUIRED that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6429/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have 36 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required 36 months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

### KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 36 months of specialized experience*) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6429/6431.

1. Knowledge of project management techniques and tools sufficient to provide technical guidance on the implementation of emerging technologies.
2. Ability to lead team members assigned to one or more locations in the state.
3. Knowledge of the principles and methods used for planning and managing the implementation, update, and integration of information system components.
4. Skill in troubleshooting problems and implementing changes on various systems to include tactical radios. ( HF, VHF, UHF, 800Mhz, UHFTACSAT, SINGARS)
5. Skill in writing operational plans and standard operating procedures.
6. Ability to coordinate at various department levels.
7. Knowledge of analysis and design techniques to develop system software modifications, systems administration policy and procedures for use across the organization.
8. Knowledge of the overall architecture of the systems administered in order to install and maintain software and hardware configurations.

MILITARY ASSIGNMENT: Assignment to a compatible Officer Warrant Officer or Enlisted position in the NCNG is mandatory. (Q: 25, 53 WO: 250N, 251A; Enl: CMF 25B/D/Y; AFSC 33XX, 3C0X1)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG) or North Carolina Air National Guard. NCNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:** Develops, modifies, and tests overall system backup and recovery strategies for assigned systems. Serves as a technical focal point for the installation and configuration of hardware and software on personal computers and for personal data assistants associated with assigned systems. Serves as a systems administrator responsible for planning, coordinating, modifying, implementing, and troubleshooting in order to meet customer needs. Work pertains to the administration of all systems, including a myriad of associated hardware platforms, software applications and numerous interfaces included in the Local Area Network (LAN) and Wide Area Network (WAN). Serves as a technical focal point on multiple operating systems and computer platforms. Provides technical assistance and advice to personnel involved in system design, programming, database design, and modifying commercially developed software. Determines equipment and communications requirements and interfaces with other systems. Evaluates machine usage and develops plans for the necessary acquisition to support future automation (hardware and software) requirements. Analyzes, evaluates, and recommends hardware/software changes to various computer systems. Considers factors such as compatibility with standard systems, conversion or implementation costs, and impact on existing equipment. Installs, configures and tests products and equipment being reviewed. Develops guidelines, standard operating procedures (SOPs), bulletins and flyers regarding the operation/use of assigned C4 systems, services, and activities. Analyzes policies, regulations, and system provisions governing standard operating systems and provides assistance and advisory services to users. Implements systems software changes, operating system releases and maintains the operational status of systems. Coordinates with system developers to resolve solutions to hardware and/or software malfunctions. Performs security management in accordance with National Guard Bureau (NGB) regulations and state policies. Reviews and implements local policies regarding system access, network rights, and physical access to systems and equipment. Implements state policy relating to systems storage requirements. Designs and modifies the storage structure and correlation between systems. Modifies system parameters on multiple operating systems, integrating the use of Storage Area Networks (SAN), to achieve maximum system efficiency. Analyzes system operations to identify inefficiencies and takes action to resolve problems and ensure optimal performance and consistency. Provides input to the state Continuity of Operation Plan (COOP) procedures for system disaster recovery. COOP recovery includes reestablishment of systems at multiple sites and locations. Troubleshoots problems and implements changes on multiple computer platforms. Diagnoses system failures to isolate source of problems between equipment, system software, and application programs. Provides solutions by modifying codes, devising fixes, documenting problems and advising responsible party. Interacts with peers and vendors to resolve hardware and software problems and reports unresolved problems. Plans and schedules the installation of new or modified hardware, operating systems, and software applications. Considers factors such as compatibility, conversion or implementation costs, and impact on existing equipment. Directs testing of vendor-provided software. Advises staff on issues pertaining to operating systems and hardware status. Performs other duties as assigned. oversees design and modification of the storage structure and correlation between databases. Reviews the optimization of RDBMS configurations. Provides technical advice and coordinates the monitoring and tuning requirements for RDBMS optimization of performance. Performs high-level analysis of RDBMS operations to identify bottlenecks and takes action to resolve problems and ensure consistency. Manages the flow of data between the various tiers of the architecture. Investigates amount of storage space consumed, access time statistics and frequency of use for a given RDBMS. Reviews RDBMS accounting information and takes action to improve efficiency. Reviews report designs and authorizes the implementation of reports to analyze file statistics such as individual file size, usage counts, data last referenced, etc., in order to formulate better file management policy. Serves as the reviewing authority for the development and documentation of internal Standard Operating Procedures (SOPs) for RDBMS development. Has oversight for the creation of new guidelines and recommends Engineering Change Proposal – Software (ECP-S) through proponent activity. Reviews written documentation to include user manuals, help files, and installation guides. Coordinates the demonstration of new and enhanced user applications to customers and management. Provides training on implementation, including classroom instruction and Computer Based Training (CBT) development. Troubleshoots problems involved in the input, retrieval or modification of database information and the general operation and maintenance pertinent to any of the organizations data system elements or sub-elements. Tests new DBMS software and implements updates and changes. Ensures resolution of DBMS inconsistencies across the installation in coordination with other information technology specialists and systems. Develops system backup and recovery plans for all maintained RDBMS applications. Performs other duties as assigned.

**2ADDITIONAL INSTRUCTIONS:** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**

**DISTRIBUTION:** A, B, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1